

**Distance Education Advisory Committee Meeting Minutes**  
**Wednesday, February 23, 2011**  
**2:00 p.m. – CE 207**

**Members Present:**

|  |   |
|--|---|
| <b>Distance Education</b>                        | Ana Thompson(Presiding Chair), Dave Siemens           |
| <b>School of Business &amp; Industry</b>         | Liz Ott   |
| <b>School of Fine Arts &amp; Humanities</b>      | Terry Gunderson, Peter Van Houten                     |
| <b>School of Health Science</b>                  |   |
| <b>School of Science</b>                         | Susan Nelson, Sharyn Polley(webEx, tele-conference)   |
| <b>School of Social &amp; Behavioral Science</b> |   |
| <b>Educational Resources</b>                     | Michele DeSalvo (Library), Kathy Thatcher(Assessment) |

**Members Excused:**

Gary Donnelly, Marty Finch, Ben Lareau, Dino Madsen, Bill Mixer, Margo Perry, Jodi Schoonover, Tanis Lovercheck-Saunders, Todd Wykert

**Guests:**

**I. Call to order**

Ana Thompson called the meeting to order at 2:03 pm.

**II. Approval of minutes: November 17, 2010 meeting.**

Terry G. requested clarification under Announcements ‘a’ third sentence. Wording will be changed from “Casper College is the only institution...” to “Casper College is the first institution...”

Susan made a motion to approve amended minutes. Michelle seconded. Motion passed. Minutes approved as amended.

Ana will call for re-approval of minutes next meeting when there is better attendance.

**III. Announcements**

- a. DE green initiative – Documents will be posted on the DEAC Moodle4Me site. No printouts will be provided starting the new school year. Let us know if you have issues accessing the materials.
- b. 2011 WyDec conference will be held in Central Wyoming College, Riverton from May 22-25. DE will cover cost of lodging, meals not covered at the conference, and transportation. Kathy asked the deadline for the proposal. Ana mentioned no information is available yet. More information will be provided as it becomes available.
- c. Moodle Moot – July 12-14 in California. DE will pay for registration. Please email Ana by April 15, if you are interested in attending the Moodle Moot conference.

- d. Find news tips and scheduled events at the DE Blog (ccdistance.blogspot.com)
- e. Spring IT Maintenance schedule, May 23-June 3, 2011. Online courses will not be affected by the scheduled maintenance since DE courses will be offered only during the 8-week (June 6 – July 29) summer term.
- f. Magna webinar was held this morning. Email will be sent when recording is available.
- g. Summer and Fall 2010 courses - Dave has completed creating Summer shells. Dave has started working on creating fall 2010 shells on Moodle 1.9.11.

#### IV. Old Business

- a. Mobile Moodle update – Dave S.
  - Dave installed mPage on Moodle test198 site. Mobile Apps are free for iPhone and Droid devices and can be upgraded for a fee of \$1.99. Please email Dave if you want to test this feature.
  - DE is in the process of upgrading to Moodle 1.9.11 from Moodle 1.98. Upgrade is being done to improve security and should not interfere with the normal Moodle functionality.
- b. Moodle trainings – Dave S
  - Moodle trainings are available at the Center for Excellence and via webEX. For training schedules, please visit <http://ccdistance.blogspot.com/p/workshop-calendar.html>.
- c. DoE report was finalized last October. For updates that affect distance education, please visit WCET site link <http://wcet.wiche.edu/connect/Growing-Federal-Concern>
- d. Two sessions of Intro to Online learning will be offered this summer.
  - i. May 6-18 – available to high school students only
  - ii. Aug 18-29 – available to all students.
- e. Other

#### V. Reports

- a. ATC – Ana presented report for Margo Perry

- Usage

The total tests administered in the ATC:

**Fall 2010** – **1,510** (7 % decrease from Fall 2009)

Fall 2009 - 1,615 (197 % increase from Fall 2008)

Fall 2008 - 819

The majority (84%) of the tests proctored continue to be for Casper College classes (1,261).

DE classes (N,H and T sections) – 535

Online delivery - 702\*

Paper/pencil delivery - 559

\*Several of these tests are for the Nursing Program and do not correspond to a DE course number.

**Spring 2011 Total tests through February - 518**

Total tests for Casper College - 377 (73% of total\*)

Total tests for CC DE classes - 108 (29% OF CC total)

Total tests for Other Wyo CCs - 2

Total tests for Other Institutions - 16

\*High volume of high-stakes testing due to promotions from Pearson Vue and Prometric. Normal % of CC tests is around 84%.

- **Revenue**

\$ 4,403.34 as of 12-31-10

The vast majority of this revenue is generated from test administration fees.

- **Wyoming Community Colleges**

All of the Wyoming Community Colleges, except LCCC, do not charge each others' students to test. LCCC charges.

- **Innovations**

**NCTA** – Margo is working with Eastern Wyoming College to apply for a grant from the National College Testing Association to form a Wyoming College Testing Association which could include all of the Wyoming Community Colleges. This would provide a ready means of communication between the testing centers and lend support for the Distance Educations programs of each school.

- **Workshops**

Margo Perry attended the following workshop to see if the R25 system might be a tool for appointment scheduling in the ATC to facilitate ease for the student and reduce proctor time involvement in the process:

“Sandy [Hanify] and Ami [Dyrek] will unravel the wide world of ‘Events’ at Casper College. They say, ‘Did you know you can find any event happening on campus by using the **R25 Web Viewer** on the Casper College website?’ This overview will show you how to access the Resource 25, (R25) Web Viewer and Calendar, how to navigate by using the event-type filters and how to search for events. We will also show you how to check location availability, make space requests and keep track of them all from inside the Web Viewer. “

- **Faculty**

Five new faculty are using the ATC services this semester.

All Course Instructions forms, and tests where applicable, have been received.

- **Other institutions**

We now have 34 institutions that are located outside of Wyoming on file to proctor tests for their students, in addition to DSST paper/pencil tests. Students, other than Casper College faculty and staff, are charged \$15 per test for this service. Based on a recent NCTA (National College Testing Association) list-serve discussion, our fee continues to be on the low end of the fees being charged by other institutions across the country, but seems to be fair in our region.

- **Staffing**

**Beccy Kruse** resigned effective 12-31-11 because the hours at her other part time job were increased. We wish Beccy well and appreciated her contributions in the ATC.

**Krissy Kemp** joined the ATC team in January 2011 and is already certified as both an ACT proctor and a WorkKeys proctor, as well as having learned all the ATC procedures and protocols. Welcome, Krissy.

- **CC IT Department**

We appreciate the quick response time when we have technical issues and needs.

- **ADA**

The ATC continues to work with Brent Heuer to assist with some of the testing for Casper College students who are entitled to accommodations. Especially at peak testing times, such as midterms and finals, it is often difficult to meet all of these testing needs in the one ADA room in the ATC.

- **WorkKeys – ABE/GED**

The grant from WFS to the Casper College ABE/GED program that includes funding for a “WorkKeys Assessment Coordinator” will expire May 2011. Patricia (Patti) Coleman, one of our proctors, fills this role in addition to her other ATC duties. This grant has provided funding for an additional 15 hours/per week for her to work in the ATC. She administers WorkKeys tests for ABE/GED Center job seekers, is available to help interpret the scores to develop a workplace skills development plan for them, and was instrumental in establishing and promoting a new program for GED students to take the 3 WorkKeys as part of their program so they could earn a Wyoming Career Readiness Certificate as well as a GED. This has been very successful.

Margo Perry, Patti Coleman, Jamie Boyce, and Krissy Kemp are all certified to proctor CBT WorkKeys tests.

- **WorkKeys – Paper/Pencil**

The ATC continues to order and process these tests which an ABE/GED volunteer administers to prison inmates. The program seems to be well received with between 8 – 12 people being tested during each administration, as well as several re-tests for those who have received help with their skills since the initial test.

- **Prometric**

This testing company still has not completed the process of changing their delivery

system to eliminate PULSE and introduce TC Flow which was begun in 2009. The necessary IT items have been completed in anticipation of this transition. Margo Perry and Patti Coleman are certified proctors on this system. Prometric requires that there be at least two certified proctors.

- **Pearson Vue**

This company, as well as Prometric, has offered incentives for candidates to test, so the volume has increased dramatically for both companies in January, February, and March of this year.

Margo Perry and Patti Coleman are certified proctors on this system. Pearson Vue requires that there be at least two certified proctors.

- **ATI**

This testing company is used by the Casper College Nursing Department. The new Director of Nursing, Kelly Politte, has worked with the ATC as minor changes are made by this testing system.

All ATC proctors are trained on this testing system.

- **Castle Worldwide**

Both Patti Coleman and Margo Perry have recently passed the Proctor Recertification Exam for this company.

Jamie Boyce and Krissy Kemp will begin training to become proctors for this company soon, with the target of passing the New Proctor Certification Exam by March 31, 2011.

- **PSI LaserGrade**

We have administered LaserGrade tests for a few years with a rather primitive, but effective, system that runs only on the testing computers.

Volume is down, but the system runs well.

Margo Perry and Patti Coleman are certified proctors on this system.

- **PSI ATLAS**

CC IT installed the necessary components which we provided by PSI in 2009 but PSI did not provide the training (very cursory) until June 2010. Our experience has not been very good because the proctor logins were unreliable and has to be replaced three times, often when a candidate was present to test.

Margo has worked with PSI to determine the problem, which seems to be corrected.

Margo Perry and Patti Coleman are certified proctors on this system.

- **ACT**

ASWB and ASE no longer offer their tests through ACT, but NALA (Para legal) certification exams, taken by graduates of Mary Kubichek's Para Legal Program, have changed from paper/pencil to computer based and are now offered through ACT. We have successfully administered several already this semester.

Margo Perry, Patti Coleman, Jamie Boyce, and Krissy Kemp are certified proctors for

this testing company.

- **NCCT**  
This testing for Medical Assistants was added to compliment a CC Continuing Education program. Several of these exams have been successfully administered and more are scheduled.
- Margo Perry, Patti Coleman, and Jamie Boyce are certified proctors for this testing company.

b. Assessment – Kathy T.

- Kathy reported updates on student online course evaluation.
- Challenges - she mentioned that most Hybrid courses were evaluated twice, online and on paper. Assessment and DE are in the process of setting up procedures that will simplify course evaluation process. AA's were given trainings to help streamline the process.
- Evaluating Metacourses – future evaluation for metacourses will be set up within the metacourses instead of to individual courses to avoid confusion both on the students and on the instructors.
- Early ending courses – process are being set up to improve communication between the instructors and their academic assistants on how course evaluations will be administered. Kathy reminded that instructors can still have their evaluations administered anytime either online or on paper. Communication need to be coarse thru their Academic Assistant or by email to DE or to Kathy.
- Sharyn asked if there is a way a student can be lock out of the course until they completed the evaluation. Dave said this feature is not currently available but may be available in the new version of Moodle. She also asked if a policy or procedure can be set up that will make administration of evaluation consistent with all Schools. Kathy shared that Casper College Evaluation Committee is working on drafting a policy and procedures on course evaluation.
- Ana showed and briefly discussed the evaluation process.

c. SmarThinking – Ana

- SmarThinking usage is increasing. DE has purchased an extra 200 hours for students' use. Over 90% positive feedback have been received from the students.

d. DE stats (see attached)

e. Moodle usage (Spring)

- 1173 course
- 30 metacourses
- 12 alliances, organizations, committees

f. Other

- Susan asked if it is possible to make the old courses available for at least a year. Dave mentioned that old courses are still in Moodle only it is in a different location. Discussion ensued.
- For multiple classes, Susan asked if the codes can be replaced with the course name. Dave said that it is still not a possibility at this time.

**VI. New business**

- a. Faculty showcase – Ana encouraged the group to showcase their Moodle course shell to the other faculty. Please let Ana or Dave know if you are interested in doing this.

**VII. Adjournment**

Meeting was adjourned at 3:00 pm.

**VIII. Next meeting**

March 30, 2PM in CE 207

**Prepared and submitted by:**

**Teresa Millan**

**FOLLOWING IS A SUPPLEMENTAL ATTACHMENT TO THE MINUTES**

## Casper College Distance Education Course Offerings

| <u>Semester/Year</u> | <b>Number of Course Sections by Delivery Style</b> |                   |                             |               |  | <u>Total<br/>Sections</u> | <u>Number of<br/>Faculty<br/>(Unduplicated)</u> |
|----------------------|--|-------------------|-----------------------------|---------------|--|---------------------------|---|
|                      | <u>Internet</u>                                    | <u>Television</u> | <u>Compressed<br/>Video</u> | <u>Hybrid</u> |  |                           |   |
| Summer 2010          | 60   |                   |                             | 3             |  | 63                        | 28  |
| Fall 2010            | 130  | 3                 | 3                           | 11            |  | 147                       | 74  |
| Spring 2011          | 140  | 3                 | 3                           | 9             |  | 155                       | 81  |
| 2010-2011 Total      | 330  | 6                 | 6                           | 23            |  | 365                       |   |
| Summer 2009          | 45   |                   |                             | 3             |  | 48                        | 22  |
| Fall 2009            | 125  | 4                 | 1                           | 11            |  | 141                       | 71  |
| Spring 2010          | 126  | 3                 | 1                           | 19            |  | 149                       | 74  |
| 2009-2010 Total      | 296  | 7                 | 2                           | 33            |  | 338                       |   |
| Summer 2008          | 47   | 1                 |                             |               |  | 48                        | 24  |
| Fall 2008            | 113  | 3                 | 2                           | 4             |  | 122                       | 67  |
| Spring 2009          | 115  | 3                 | 3                           | 13            |  | 134                       | 70  |
| 2008-2009 Total      | 275  | 7                 | 5                           | 17            |  | 304                       |   |
| Summer 2007          | 50   | 1                 |                             |               |  | 51                        | 25  |
| Fall 2007            | 103  | 3                 | 6                           | 6             |  | 118                       | 68  |
| Spring 2008          | 110  | 3                 | 3                           | 5             |  | 121                       | 72  |
| 2007-2008 Total      | 263  | 7                 | 9                           | 11            |  | 290                       |   |
| Summer 2006          | 49   |                   |                             |               |  | 49                        | 24  |
| Fall 2006            | 97   | 3                 | 3                           | 3             |  | 106                       | 64  |
| Spring 2007          | 98   | 3                 | 5                           | 6             |  | 112                       | 70  |
| 2006-2007 Total      | 244  | 6                 | 8                           | 9             |  | 267                       |   |
| Summer 2005          | 47   | 1                 |                             |               |  | 48                        | 29  |
| Fall 2005            | 101  | 5                 | 3                           | 4             |  | 113                       | 63  |
| Spring 2006          | 88   | 4                 | 4                           | 5             |  | 101                       | 64  |
| 2005-2006 Total      | 236  | 10                | 7                           | 9             |  | 262                       |   |
| Summer 2004          | 41   | 1                 | 1                           |               |  | 43                        | 25  |
| Fall 2004            | 77   | 5                 | 4                           | 4             |  | 90                        | 57  |
| Spring 2005          | 84   | 6                 | 2                           | 3             |  | 95                        | 62  |
| 2004-2005 Total      | 202  | 12                | 7                           | 7             |  | 228                       |   |
| Summer 2003          | 27   | 2                 | 1                           |               |  | 30                        | 21  |
| Fall 2003            | 69   | 7                 | 7                           | 5             |  | 88                        | 53  |
| Spring 2004          | 72   | 4                 | 4                           | 2             |  | 82                        | 55  |
| 2003-2004 Total      | 168  | 13                | 12                          | 7             |  | 200                       |   |
| Summer 2002          | 26   | 2                 |                             |               |  | 28                        | 17  |
| Fall 2002            | 58   | 9                 | 2                           |               |  | 69                        | 46  |
| Spring 2003          | 65   | 7                 | 1                           |               |  | 73                        | 48  |
| 2002-2003 Total      | 149  | 18                | 3                           | 0             |  | 170                       |   |